

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Matthew Spikes

Employing Office/Committee: Senator Ben Cardin

Private Sponsor(s) (List all): Alliance to Save Energy

Travel Date(s): October 12-13, 2017

Description/Title of Attached Forms: RE-1 Employee Pre-Travel Authorization Form

Purpose of Amendment (describe the reason for amending original submission): Did not include a copy of the original RE-1 form with the post-travel submission.

11-17-17
(Date)

Matthew A. Spikes
(Signature of Traveler)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Name of Traveler: Matthew Spikes

Employing Office/Committee: Office of U.S. Senator Ben Cardin

Private Sponsor(s) (list all): Alliance to Save Energy

Travel date(s): 10-12-17 through 10-13-17

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Raleigh-Durham, NC

Explain how this trip is specifically connected to the traveler's official or representational duties:

I work on energy issues for Senator Cardin. The trip will allow me to meet with state and local officials and learn about state activities and business practices that improve energy productivity. Energy efficient projects are important to the Maryland economy. For example, offshore wind projects located off the coast of Maryland provide the state with the opportunity to create a new, 21st century export industry, support a skilled workforce and offer long-term energy stability to Maryland residents. The information I learn on the trip may be helpful to me as I continue to work on the Senator's alternative energy bill the POWER Act of 2017 which provides federal incentives for the development of offshore wind energy projects.

Name of accompanying family member (if any): None

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9-12-17
(Date)

Matthew A. Spikes
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, BEN CARDIN hereby authorize MATTHEW SPIKES
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/12/17
(Date)

Ben Cardin
(Signature of Supervising Senator/Officer)